

Residential Single-Family Short Plat Guidelines

This handout is a basic guide to the short subdivision process and does not include all the requirements. This is not a substitute to meeting with a planner or to the requirements of the Lynnwood Municipal Code. To review all requirements, refer to LMC Title 19.

Can I subdivide my property?

You may subdivide your property if the newly created lots contain the minimum square footage and meet the minimum dimensional requirements of your property's zoning. Most single-family properties in Lynnwood are zoned RS-8. The chart will help you determine if you can subdivide your property. All existing and new houses must meet setback requirements. Your plat may require private roads, utility extensions, lot averaging, and dedicating right-of-way and/or right-of-way improvements. If you propose creating 9 or fewer lots, you may use the short plat process.

To learn about subdividing properties in a different zone (not RS-8) please contact a planner.

FAQs

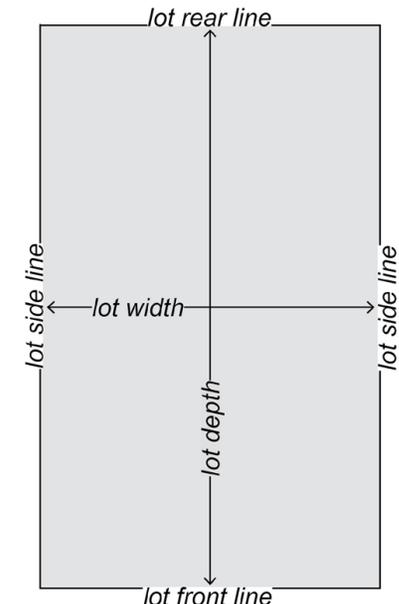
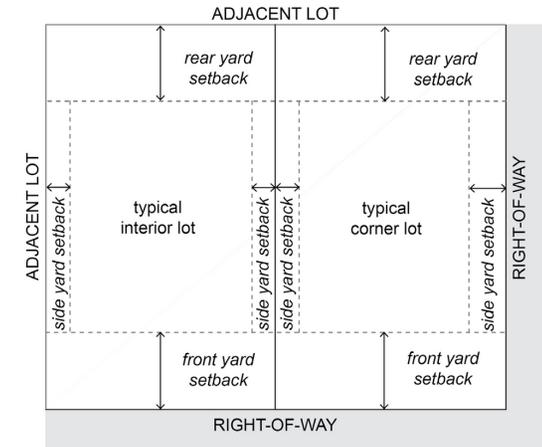
Q: Who can prepare the required plat drawings?

A: A land surveyor registered in the state of Washington

Q: Can you recommend a land surveyor?

A: Unfortunately no, but we recommend you work with someone with experience completing a short plat in Lynnwood

STANDARD	REQUIREMENT FOR RS-8	EXPLANATION
Minimum Lot Area	8,400 sf	Each lot must contain a minimum of 8,400 sq. ft.
Minimum Lot Width	70 ft	At its widest point the lot must measure a minimum of 70 ft. from side property line to side property line.
Minimum Street Frontage	30 ft	The front lot line (the lot line abutting the street) must be a minimum of 30 ft. A flag lot may reduce that dimension to 15 ft.
Front Yard Setback	25 ft	The house must be setback a minimum of 25 ft. from the front lot line (the lot line abutting the street)
Interior lot side yard setbacks	5 ft minimum 15 ft combined	The house must be setback a minimum of 5 ft. from the interior property lines (the lot lines perpendicular to the front lot line that divide the property from the adjacent lots). The sum of the interior side yard setbacks must equal 15 ft. or greater
Center lot side yard setbacks	15 ft minimum from side lot line to abutting street 20 ft minimum total setback	The house must be setback a minimum of 15 ft. from the side yard lot line (the lot line that abuts the street and is perpendicular to the front lot line). The sum of the side yard lot line and the interior side yard setback must equal 20 ft. or greater.
Minimum rear yard setbacks	25 ft	The rear lot line is opposite the front lot line. There must be 25 ft. between the house and the rear lot line.
Maximum lot coverage by buildings	35 %	No more than 35% of the lot area may be comprised of buildings
Maximum building height	35 ft	Houses may not exceed 35 ft. in height.



LEGEND
lot area

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Short Plat Process

1. Determine if your property can be subdivided
2. Hire a land surveyor to prepare preliminary plat drawings that comply with Lynnwood Municipal Code requirements
3. Submit your application, including preliminary plat drawings and required application fee
4. Within 28 days the city will review the application for completeness. If the application is determined to be complete you will be sent notification and the review process will begin. If the application is determined to be incomplete you will be notified of what is missing from your application. Once the missing items are received the city will notify you that the application is complete and the review process will begin.
5. Within 14 days of determining the application is complete the city will:
 - Complete noticing requirement - The city will mail notices to property owners within 600 feet of the property, post a sign on the site, and publish a notice in the Everett Herald
 - Send a referral form to internal and external agencies for review
 - The above items begin the 14-day public comment period
6. After the 14-day public comment period ends, and within 90 days of the date your application was determined complete, the city will send you a letter summarizing all comments received. If there are any needed corrections, you must make those and return them to the city before moving forward. If there are no comments or corrections needed and the plan meets all requirements the city will prepare a report of written findings and decision to be signed by the Mayor. This preliminary approval will allow you to move forward with the final plat process.
7. Your land surveyor may now prepare and submit final plat drawings to the City. Any corrections required by preliminary approval must be shown on these drawings. Additionally, the final short plat submittal must include all documents listed in 19.50.400 LMC.
8. The city will review the submitted items. If any items are missing or if revisions are needed the city will inform you. Once the submittal is determined to be complete and correct the Mayor will sign the final plat drawing.
9. The city will inform you the plat drawing has been signed. You will then pick the plat drawing up from the Development and Business Services center and take it to the Snohomish County Auditor for recording. The final plat must be recorded within 21 days of the Mayor's signature. A copy of the final recorded document shall be submitted to the city.